

Michigan Department of State Police
2004-2005 School Year

Program Requirements and Instructions for the RENEWAL APPLICATION FOR TUITION WAIVER

P.A. 195 of 1996

Public Act 195 of 1996, the Police Officer's and Firefighter's Survivor Tuition Act, provides for the waiver of tuition at public community and junior colleges and state universities for the surviving spouse and children of Michigan police officers and firefighters killed in the line of duty. The program is intended to provide an educational benefit to the spouse and children of police officers and firefighters who made the ultimate sacrifice for their communities and the citizens of Michigan. Beginning with the academic year 1996-97, tuition will be waived for eligible survivors enrolled in classes leading to a certificate or undergraduate degree.

The Michigan Commission on Law Enforcement Standards (MCOLES) division of the Michigan Department of State Police is responsible for the administration of this program.

Eligibility Requirements

To be eligible, the person applying must be the spouse or child (natural or adopted) of a Michigan police officer or firefighter who was killed in the line of duty. A child must be less than age 21 at the time of the police officer's or firefighter's death.

The deceased police officer must have been a sheriff or sheriff deputy, village or township marshal, a police officer of any city, village, or township, an officer of the state police, or any other police officer trained and certified pursuant to the Commission on Law Enforcement Standards Act.

The deceased firefighter must have been a member, volunteer or paid, of a fire department or other organization that provides fire suppression or other fire-related services, of a city, township, village, or county, which is responsible for extinguishment of fires. This does not include a person whose job description, duties, or responsibilities did not include direct involvement in fire suppression.

The death must have been the direct and proximate result of a traumatic injury incurred in the line of duty. Traumatic injury is defined as a wound or condition of the body caused by external force, including, but not limited to, an injury inflicted by bullet, explosive, sharp instrument, blunt object, or other physical blow, fire, smoke, chemical, electricity, climatic condition, infectious disease, radiation, or bacteria, but excluding injury resulting from stress, strain, or occupational disease.

Tuition Waiver Requirements

Eligible surviving spouses and children must meet the following requirements:

- Apply, qualify, and be admitted in a program of study leading to a certificate or degree at a Michigan public community college, junior college, or state university.
- Be a legal resident of Michigan for 12 consecutive months preceding application. Dependent students shall use the parent's residency status.
- Provide satisfactory evidence to the Michigan Department of State Police that the applicant is an eligible child or surviving spouse of a police officer or firefighter killed in the line of duty.

- Apply for the first time before the age of 21, if the student is the child of the deceased police officer or firefighter.
- Be certified by the financial aid officer of the eligible college or university that the waiver is needed to meet education expenses. The child's or surviving spouse's family income, excluding any income from death benefits attributable to the police officer's or firefighter's death, must be below 400% of the federal poverty level.

2004-2005 Poverty Guidelines

Family Size	400% of Poverty Level
1	\$37,240
2	\$49,960
3	\$62,680
4	\$75,400
5	\$88,120
6	\$100,840
7	\$113,560
8	\$126,280

For family units with more than 8 members, add \$12,720 for each additional member.

- Maintain satisfactory academic progress for each enrolled term or semester as defined by the institution of attendance.
- Have not received a bachelor's degree
- Have received a tuition waiver for less than 124 semester hours or 180 terms hours, and for less than a maximum of 9 semesters or the equivalent number of terms.

Limitations

The eligible college or university may waive tuition only for courses applicable toward a certificate or degree in the program in which the applicant is enrolled. Tuition may be waived for not more than 9 semesters or the equivalent in terms. Tuition may be waived only to the extent that the tuition is not covered or paid by any scholarship, trust fund, statutory benefit, or other source of tuition coverage.

The Michigan Department of State Police shall determine if the applicant is eligible for a tuition waiver based upon the application and supporting documentation submitted by the applicant, and the requirements of the Act. The Department shall annually reimburse the college or university for the total amount of the waived tuition.

Application Procedure

This renewal application is to be used only for the Police Officer's and Firefighter's Survivor Tuition Program.

In addition to submitting this application, students must make application and enroll in a participating community college or state university. Applicants must also apply for financial aid at the college or university by submitting the Free Application for Federal Student Aid (FAFSA) to the college or university.

Instructions

Read the instructions carefully. Mistakes will delay the processing of your application. Type or print (in ink) all information. Note: All social security numbers required on this application are considered protected information and will be used only for determining eligibility.

Section A: Student Information

1. Use your legal name as it appears on your social security card, not a nickname.
2. Write in your permanent mailing address. Do not use your dorm address or the address of your school.
3. Write in your social security number as it appears on your social security card.
4. Use the phone number for the address listed in item 2, above.
5. Check "Yes" if you have been a legal of Michigan for the past twelve (12) consecutive months.

Section B: Student Status

6. Check "Yes" if you were born before January 1, 1981.
7. Check "Yes" if you have engaged in active service in the U.S. armed forces; or were a cadet or midshipman at one of the service academies; and were released under a condition other than dishonorable; or are **not** a veteran now but **will be** one by June 30, 2005.
8. Check "Yes" if you are legally married **as of today**. Also answer "Yes" if you are separated.
9. Check "Yes" if (1) you are currently a ward of the court or were a ward of the court until age 18, or (2) both your parents are deceased and you don't have an adoptive parent or legal guardian.
10. Check "Yes" if you have any children who get more than half of their support from you. Also answer "Yes" if other people (not your spouse) live with you and get more than half of their support from you and will continue to get that support during the 2004-2005 school year.

Section C: Education Information

11. List all colleges or universities you plan to attend during the 2004-2005 academic year. Give the name of each school and a complete mailing address.
12. Write in the name of your course of study as it is described by the school that you plan to attend.
13. Check the box which applies to you (the student).

Section D: Household Information

For the purposes of this application, "parent" means your mother, father, stepmother, stepfather, or legal guardian.

If you answered "Yes" to **any** of the questions in Section B, you will be considered an **independent student** and your eligibility will be based on your own household information and 2003 income. Skip questions 14-18 and continue with question 19.

If you answered "No" to **all** of the questions in Section B, you will be considered a **dependent student** and your eligibility will be based on the household information and 2003 income of you and your parents or legal guardians. Complete questions 14-18 with the required information regarding your parent or guardian.

14. Write in your parent's or guardian's legal name. Do not use nicknames.
15. Give your parent's or guardian's permanent address. All mail regarding this application will be sent to this address.

16. Write in your parent's or guardian's social security number as it appears on his/her social security card.

17. Use the phone number for the address given in item 15 above.

18. Write in the date your parent or guardian became a legal resident of the state of Michigan. Use the date for the parent whose social security number is provided in item 16, above. If the exact day is not known, give the month and year.

Household and Income Information

Support includes money, gifts, loans, housing, food, clothes, car, medical and dental care, payment of college costs, etc.

If your marital status has changed, or a significant change in your income has occurred since you filed your 2003 federal income tax return, prepare an explanation of the change on a separate sheet of paper, and attach it to this application.

19. Dependent Student. Write in the number of people in your parent's household during 2003 that your parents *supported*. Include your parents and yourself. Include your parents' other children if they get more than half their *support* from your parents. Include other people only if they now live with and get more than half their *support* from your parents and will continue to get this *support* during the 2004-2005 academic year.

Independent Student. Write in the number of people in your household during 2003 that you *supported*. Include yourself and your spouse. Include your children if they get more than half their *support* from you. Include other people only if they now live with you and get more than half their *support* from you and will continue to get this *support* during the 2004-2005 academic year.

20. Enter the total amount of income from death benefits received during 2002 as a result of the police officer's or firefighter's death. Include benefits such as life insurance or scholarships and any interest earnings on these benefits.

Household Worksheet: List household members by name and relationship to the student. List all death benefits received in 2003. Give a description of each benefit and the amount received.

Section F: Releases

Read this section carefully before signing this application. By signing, you and your parent or guardians are agreeing to several conditions. If you have any questions regarding these conditions, please contact the MCOLES staff **before** you sign and submit this application.

Section G: Attachments

Federal income tax returns are required as supporting documentation for your application. These documents will be used only to determine your eligibility under P.A. 195 of 1996. Your application cannot be processed without these documents.

Be sure to submit **copies** of these documents, as they will become a permanent part of your application. **Do not send originals.**

Section H: Submission

Carefully review your application before submission. Be sure that all information has been provided, the form has been signed, and the appropriate enclosures have been attached. Make a copy of the application for your records. Mail the completed form to:

Survivor Tuition Waiver Program
Michigan Commission on Law Enforcement Standards
Michigan Department of State Police
7426 North Canal Road
Lansing, MI 48913

If you have any questions regarding the Survivor Tuition Waiver Program or this application, contact the MCOLES staff at (517) 322-3968.